

Business Profile

Business:

Representative(s):

Nature of the business. What is made or done?

Who is the Customer Base?

Distribution Area?

Who is the Competition?

Number of Employees?

What is the breakdown of unskilled, highly skilled, technical and professional staff?

What is the outlook and growth potential of the firm?

What changes are expected in the industry?

What are the future employment needs?

Describe the process of securing employment.

Resume required?

Job application?

Minimum education requirements?

Entrance testing?

What kind?

Do positions require certain personalities or values? What are they?

What are the best career advancement opportunities in the company now?

Preparation. What preparation do employees need?

Are there specific entry levels?

How is technology used in this business?

What is the potential or impact of technology on the business?

Job Specifics.

What is a typical starting salary? After 5 years? 10 years?

Benefits? Typical work schedule?

Expectations? Do they offer incentives for continuing education?

What are the opportunities for on-site training? Off-site training?

Performance Evaluations. How often? Formal or Informal?

How is the organization structured?

Any special methods used? JIT? TQM? ISO?

What is employee involvement in decision-making?

What is the role of teamwork in the organization?

What do schools need to do to provide more qualified workers?

What is the biggest problem this business faces in dealing with personnel?

a:\busprof